

# New Wiki Contributors Training – Lesson 4

## 08 Sep 2011

### Welcome

Welcome, everyone, to the fourth lesson, out of twelve, of the New Wiki Contributors Training.

### Scheduled Topics

The topics for today are: Creating and editing links; setting up your Sandbox (a subpage) and linking back to your User page; using Talk pages; signing your name

### Creating and Editing Links (using the FCK/Rich Text Editor)

A link is a hyperlink or method for navigating to another page in the Wiki or on the Internet. There are several kinds of links that you can use in our Wiki, but we'll talk about only two of those today:

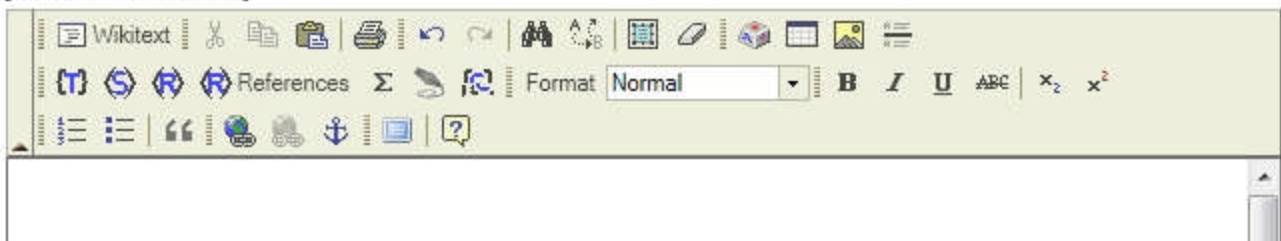
1. An *internal link* provides a link to other pages in the FamilySearch Research Wiki.
2. An *external link* provides a link to Web sites that are not part of the Wiki.


Use the FCK/Rich Text editor to add internal and external links using features similar to those found on many word processors. Remember, when editing, to always summarize, preview, and save your edits.

### Internal and External Links

- 1) **Sign in** to the Wiki.
- 2) Go to the page that you wish to add a new link to, and click any of the **Edit** links.

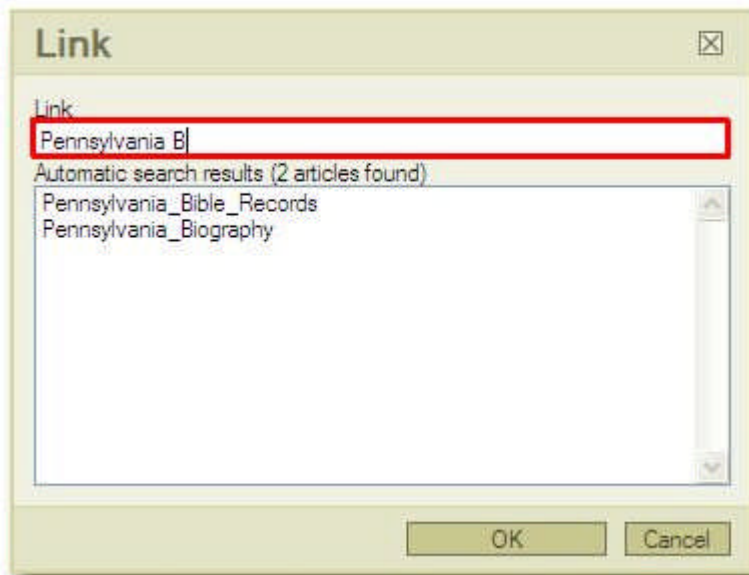
[Disable rich editor]



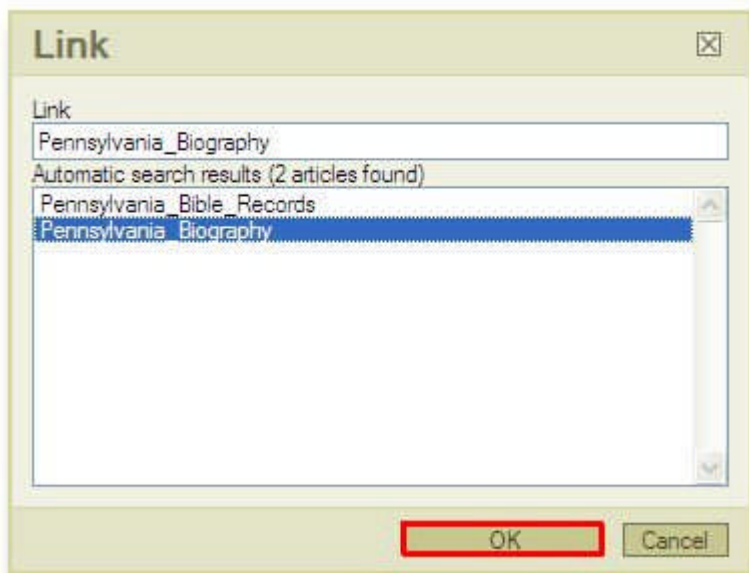
- 3) In the editing window, **enter new text** and then **highlight** the part that you want people to click for the link, *or highlight the existing text* that you want to use for your link. The text does not have to match the title of the page to which you are linking.
- 4) Click the **Insert/Edit Link** icon  (with an *unbroken* chain) on the toolbar to open the Link window, and then follow the instructions below for either an internal or an external link:

## Create an Internal Link

1. Start typing the *full name of the FamilySearch Wiki page* to which you want to link in the **Link** field. Pages that match what you type appear in the window below the Link field.



2. **Highlight** the desired page from the list, and then click **OK** to complete setting up the internal link.

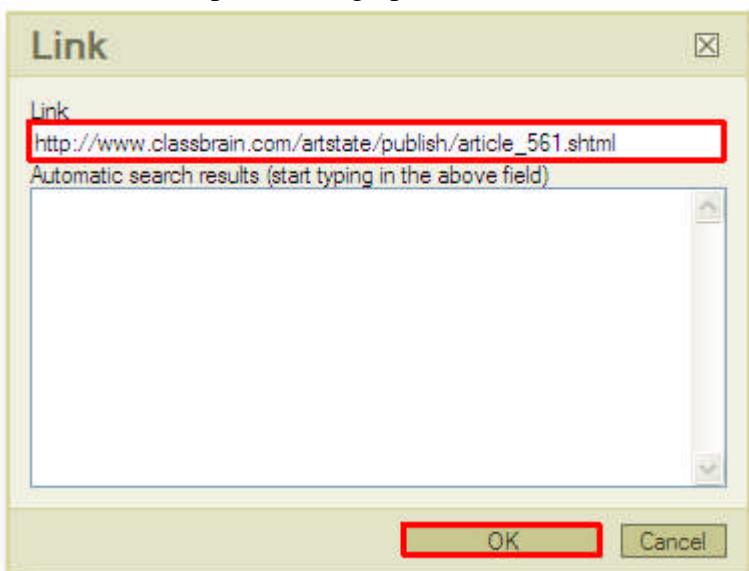




3. If the page name of the link you are creating has a colon in it, the automatic search results will not show the page. However, go ahead and click **OK**, anyway. As long as you used the *exact* page name, the link should work correctly.
4. As always, **preview**, **summarize**, and then **save** your edit.
5. Result: [Pennsylvania Biography](#).

## Create an External Link

1. Without closing the edit session, open another (new) session window or tab in your browser.
2. Browse to the page to which you want to link. The address of the page appears in the browser's address bar.
3. Highlight and copy *the entire Internet address (URL)*, and then paste it into the **Link** field of the link window. (Be sure to include the "http://" portion of the address.)


- Click **OK** to complete setting up the external link.



-  This is the standard external link symbol, and appears next to the link on the page. Or, instead, you may see this link symbol , which indicates that the link is to a secure Web page, using https:// in the address (URL). (Internal Wiki links have no symbol attached to the link text; all of them are secure links.)
- Result: [!\[\]\(d72e437c7cc5947bc0b147aba6602563\_img.jpg\)](http://www.classbrain.com/artstate/publish/article_561.shtml).


### Edit an Existing Link

To change an existing link, follow these steps:

- Sign in** to the Wiki.
- Go to the page that you wish to change a link on, and click any of the **Edit** links.
- In the editing window, **highlight the link**.
- On the toolbar, click the **Insert/Edit Link** icon .
- In the pop-up window, change the link, following the instructions above as if you were creating a new link for the first time.
- Preview**, **summarize**, and then **save** your edit.

### Delete an Existing Link

To delete a link, whether internal or external, follow these steps:




- Sign in** to the Wiki.
  - Go to the page that you wish to delete a link from, and click any of the **Edit** links.
  - In the editing window, **highlight the link**.
  - On the toolbar, click the **Remove Link icon**  (with a *broken chain*). This will delete the link, but not the text. (If you want both the link and the text removed, **highlight** the text of the link and then press **Delete** on your keyboard.)
  - Preview**, **summarize**, and then **save** your edit.
- 5) Remember that correctly done links will be blue; a red link indicates that the page you are trying to link to does not exist.


## Setting up your Sandbox

First, you will need to have set up your User page, as we discussed last week. Your Sandbox is a subpage of your User page. It will have the format of “User:*YourUserName*/Sandbox.” The forward slash is what makes it a subpage. (Note: Subpages should only be created for User pages and Talk pages.) Notice that there are NO spaces following the colon, or before or after the slash. If you desire spaces in other places within a name page, the URL will show an underscore (\_) instead of a space. In all cases, substitute *your own user name* (the one you sign in with) where *YourUserName* is shown.

A sandbox is basically a scratchpad area where you can practice your editing skills, without having to worry that you aren’t doing it right, or you are “messing something up.” You can set up as many Sandboxes as you would like under your User page, just give each of them a unique name.

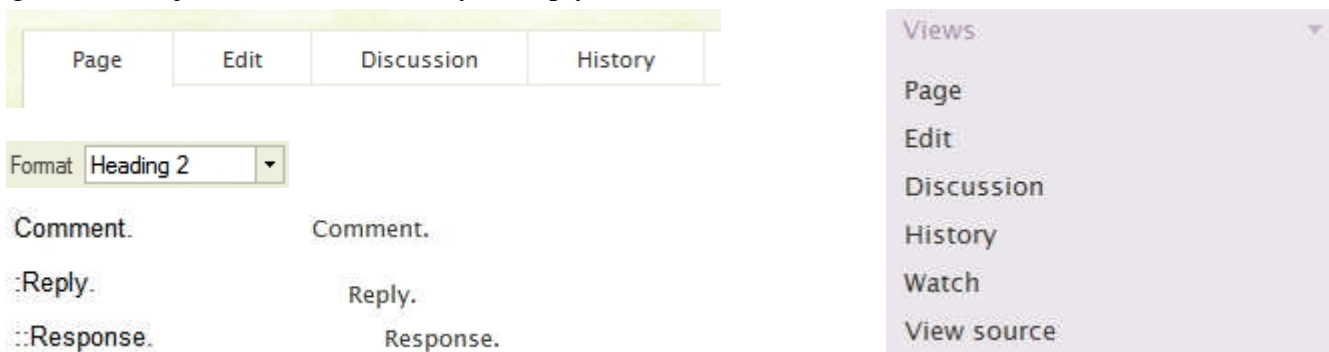
You can set it up in one of two different ways:

1. Have the Wiki help you set it up automatically:
  - a. Sign in to the FamilySearch Research Wiki
  - b. Go to < [https://wiki.familysearch.org/en/FamilySearch\\_Wiki:Sandbox](https://wiki.familysearch.org/en/FamilySearch_Wiki:Sandbox)>
  - c. In the information box, click **Follow this link to create or go to your personal user sandbox.**
  - d. Click any of the **Edit** links; add some information, summarize, preview, and then save your edit
  - e. Your Sandbox is now set up, but will still need to be linked *back to*, and *from*, your User page
    - i. To link back to your User page:
      1. On your new Sandbox page, click any of the **Edit** links
      2. Type the text you want to use, such as “**Back to My User page**”
      3. Highlight the part of the text that you want to make into a link; on the FCK editor toolbar click the **Insert/Edit Link icon** ; in the pop-up box, under Link, type **User:*YourUserName*** (or you could copy and paste the title of your User page), and then click **OK**
      4. Summarize, preview (making sure that the link is NOT red), and save your edit
    - ii. To link from your User page to your Sandbox:
      1. On your Sandbox page, copy the page title, and then click the **User page link** you just created
      2. On your User page, click any of the **Edit** links
      3. Type the text you want to use for introducing your Sandbox, such as “**Go to My Sandbox**”
      4. Highlight the part of the text that you want to make into a link; in the FCK editor toolbar click the **Insert/Edit Link icon** ; in the pop-up box, under Link, paste the title of your Sandbox (or type **User:*YourUserName*/Sandbox**), and then click **OK**
      5. Summarize, preview (making sure that the link is NOT red), and save your edit
  - f. Your Sandbox is now set up and fully linked
2. Set up your Sandbox manually:
  - a. Sign in to the FamilySearch Research Wiki
  - b. Go to your User page (Nav bar > Personal tools > *YourUserName*)
  - c. Click any of the **Edit** links
  - d. Type the text you want to use for introducing your Sandbox, such as “**Go to My Sandbox**”
  - e. Highlight the part of the text that you want to make into a link; in the FCK editor toolbar click the **Insert/Edit Link icon** ; in the pop-up box, under Link, type **User:*YourUserName*/Sandbox**, and then click **OK**
  - f. Summarize, preview (the link will be red, but that’s OK for now), and save your edit
  - g. Your Sandbox is now linked to *from* your User page, but will still need to be set up, and linked *back to* your User page
    - i. To set up your Sandbox page:
      1. Highlight and copy the full name of your User page, and then click the **Sandbox page link** that you just created

2. The editor should be already open, with a message that this page has not yet been created
3. Add some information, summarize, preview, and then save your edit
- ii. To link back to your User page
  1. On your new Sandbox page, click any of the **Edit** links
  2. Type the text you want to use, such as “**Back to My User page**”
  3. Highlight the part of the text that you want to make into a link; in the FCK editor toolbar click the **Insert/Edit Link icon** ; in the pop-up box, under Link, paste the title of your User page (or you could type **User:YourUserName**), and then click **OK**
  4. Summarize, preview (making sure that the link is NOT red), and save your edit
- h. Your Sandbox is now set up and fully linked

## Using Talk pages

Every page in the Wiki has a Talk page associated with it. It is labeled “Discussion.” It can be accessed by either clicking the **Discussion** tab at the top of the page, or clicking the **Discussion** link in the Nav bar, under Views. You would post by editing the page, the same way you would edit any other page. Ideally, if you are starting a new subject, you would start it with a new level 2 heading (we’ll talk more in depth about these later). If you are responding to something that someone else wrote, underneath their entry, indent your message by using a colon (:) just before the text of your reply.



This is the place to communicate with other Wiki users. You can post to an article’s Talk page to discuss the content of that page with other contributors, or to a user’s Talk page to communicate with that particular contributor.

If you are signed in when someone has posted a comment to your User talk page, you will receive a message at the top of the page you are viewing.

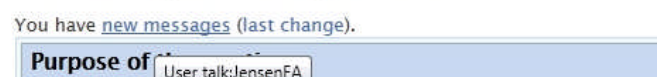
## Research Wiki

Free family history research advice for the community, by the community




## FamilySearch Wiki:Contributors

Meeting 16 Aug 2011



## Signing your name

After adding a message or note to a Discussion page or to a meeting agenda page (*not* adding Wiki content), please sign your name. Of course, you will also save the page after doing so. There are several formats that you can use with this editing mode, depending upon your preferences. Blue text indicates a link back to your User page.

- Just your *name*: add **three tildes** (~) in a row, with no spaces. [SuperGenealogist](#).
- Your *name, plus the date and time*: add **four tildes** (~) in a row, with no spaces. [SuperGenealogist](#) 21:10, 16 December 2010 (UTC).
- If you wish to sign your name, with or without the date and time, AND *you do NOT* want your name to link back to your user page, follow these steps:
  1. Under Personal Tools, click **My preferences**.
  2. Under the Change profile section, find the box for Signature, and **type** how you want **your name** to appear.
  3. Then click **the box** labeled, "Treat signature as wikitext (without an automatic link)" to place a checkmark in it.
  4. **Save** the page.
  5. When using four tildes (~) in a row, your signature should now look like this:  
Judy 18:01, 20 January 2011 (UTC).
  6. When using three tildes (~) in a row, your signature should now look like this: Judy.
- You can also add **two hyphens** (-) *before the three or four tildes* (~) to get: --[SuperGenealogist](#) or --[SuperGenealogist](#) 00:09, 4 February 2011 (UTC) or --Judy or --Judy 00:15, 4 February 2011 (UTC).
- There is one other use for the tildes (~). If you have made a comment on a Discussion page, then wish to modify the comment later (not recommended, unless fixing a spelling or grammatical error), you can use **five tildes** (~) in a row. This will add an *additional date stamp* with the current date and time, without adding your signature.
  1. **Modify** the comment.
  2. **Add** a parenthetical note pointing out the change.
  3. **Type** the five tildes (~).
  4. **Save** the page.
  5. Results should look like this: 22:31, 24 February 2011 (UTC).
- After posting your message, on the FCK editor toolbar, click the **Insert Signature** icon  to automatically add your signature with a date and timestamp (---~~~ formatting). --[SuperGenealogist](#) 00:09, 4 February 2011 (UTC) or --Judy 21:27, 30 May 2011 (UTC).

## Next Week

Next week's topics will be: Editing pages using the Standard editor; intro to Wikitext; creating and editing links - continued; IE browser tips

## Web links, opened, in this order

1. [https://wiki.familysearch.org/en/New\\_Wiki\\_Contributors\\_Training](https://wiki.familysearch.org/en/New_Wiki_Contributors_Training)
2. [https://wiki.familysearch.org/en/Main\\_Page](https://wiki.familysearch.org/en/Main_Page) (Wiki home page)
3. [https://wiki.familysearch.org/en/Help:Edit\\_and\\_Contribute](https://wiki.familysearch.org/en/Help:Edit_and_Contribute)
4. [https://wiki.familysearch.org/en/Help:The\\_Editing\\_Tool\\_\(FCK\\_Editor\)#Using\\_the\\_editing\\_toolbar\\_.28aka\\_.22Rich.22\\_or\\_.22FCK.22\\_editor.29](https://wiki.familysearch.org/en/Help:The_Editing_Tool_(FCK_Editor)#Using_the_editing_toolbar_.28aka_.22Rich.22_or_.22FCK.22_editor.29) (needs updating)
5. [https://wiki.familysearch.org/en/Help:Adding\\_Links#Use\\_the\\_Rich\\_Editor\\_to\\_Add\\_a\\_Link](https://wiki.familysearch.org/en/Help:Adding_Links#Use_the_Rich_Editor_to_Add_a_Link)

6. [https://help.familysearch.org/kb/tutorials/en/fsdemos/FS\\_index.html?v=https://help.familysearch.org/kb/tutorials/en/fsdemos/WikiLinks](https://help.familysearch.org/kb/tutorials/en/fsdemos/FS_index.html?v=https://help.familysearch.org/kb/tutorials/en/fsdemos/WikiLinks) (downloadable demo; 4:23)
7. [https://wiki.familysearch.org/en/FamilySearch\\_Wiki:User\\_page](https://wiki.familysearch.org/en/FamilySearch_Wiki:User_page)
8. <https://wiki.familysearch.org/en/User:Cottrells/Sandbox>
9. <https://wiki.familysearch.org/en/User:JensenFA/Sandbox>
10. [https://wiki.familysearch.org/en/FamilySearch\\_Wiki:Sandbox](https://wiki.familysearch.org/en/FamilySearch_Wiki:Sandbox) (set up sandbox from here)
11. [https://wiki.familysearch.org/en/FamilySearch\\_Wiki\\_talk:Sandbox](https://wiki.familysearch.org/en/FamilySearch_Wiki_talk:Sandbox)
12. [https://wiki.familysearch.org/en/Help:Practice\\_editing\\_in\\_your\\_Sandbox](https://wiki.familysearch.org/en/Help:Practice_editing_in_your_Sandbox)
13. <https://wiki.familysearch.org/en/User:10.33.253.27/Sandbox>
14. [https://wiki.familysearch.org/en/Help:Discussion\\_Pages\\_\(Talk\\_Pages\)](https://wiki.familysearch.org/en/Help:Discussion_Pages_(Talk_Pages)) (needs updating)
15. [https://wiki.familysearch.org/en/User\\_talk:SuperGenealogist](https://wiki.familysearch.org/en/User_talk:SuperGenealogist)
16. [https://wiki.familysearch.org/en/Talk:New\\_Wiki\\_Contributors\\_Training](https://wiki.familysearch.org/en/Talk:New_Wiki_Contributors_Training)
17. [https://wiki.familysearch.org/en/FamilySearch\\_Wiki:Talk\\_page\\_guidelines](https://wiki.familysearch.org/en/FamilySearch_Wiki:Talk_page_guidelines)
18. <https://wiki.familysearch.org/en/Help:Signatures> (needs updating)

### **For Further Reference**

1. [https://wiki.familysearch.org/en/Help:User\\_page](https://wiki.familysearch.org/en/Help:User_page)
2. <https://wiki.familysearch.org/en/Help:Subpages>
3. [https://wiki.familysearch.org/en/FamilySearch\\_Wiki:User\\_Sandbox](https://wiki.familysearch.org/en/FamilySearch_Wiki:User_Sandbox)
4. [https://wiki.familysearch.org/en/FamilySearch\\_Wiki:About\\_the\\_Sandbox](https://wiki.familysearch.org/en/FamilySearch_Wiki:About_the_Sandbox)